

MERIDIAN MAIL LOG-ON INSTRUCTIONS

MMAIL ACCESS NUMBER 2-8600 (OR) 242-8600 (OR) 1-800-392-0821
(At Work) (At Home) (Long Distance)

LOG ON TO MMAIL (*Password – 3579 + 5-digit #)

I. FROM YOUR PHONE (at your desk)

Lift handset or get dial tone, dial **MMAIL**, access number and wait for mailbox prompt. Enter your password and press number. (Default password is 3579 plus 5-digit phone number and ☐ #, until changed.)

FROM ANOTHER PHONE (within the Capitol Complex)

Lift handset or get dial tone, wait for mailbox prompt, dial your 5-digit phone number and press ☐ #. Enter your password and press ☐ #. (Default password is 3579 plus 5-digit phone number and ☐ #, until changed by the user.)

FROM A TELEPHONE OUTSIDE CAPITOL COMPLEX

(at home or long distance)

Lift handset, dial **MMAIL** access number. Dial your 5-digit phone number and **press** ☐ #. Enter your password, **press** ☐ #.

II. MESSAGE REVIEW:

After log-on to hear message description, **press** ☐ 2 to play message. **Press** ☐ # to stop/pause message, **press** ☐ 1 to skip backward on message or **press** ☐ 3 to skip forward on message. **Press** ☐ 6 to save message and to go to next message. **Press** ☐ 4 to go back to previous message. **Press** ☐ 76 to delete message.

PASSWORD CHANGE:

After log-on **dial 84**. Enter new password, **press** ☐ #. **Repeat**. (Password must be at least six digits.) Enter old password, **press** ☐ #. Confirmation is given.

PERSONAL VERIFICATION:

After log-on **dial 89**, hear personal verification prompt. **Press** ☐ 5, record your name and **press** ☐ # to stop. **Press** ☐ 2 to play.

GREETINGS:

After log-on **dial 82**, hear external/internal greeting, **press** ☐ 1 for external greeting. (No internal greetings are needed). **Press** ☐ 5 and record greeting. **Press** ☐ # to stop. **Press** ☐ 2 to play. **Press** ☐ 76 to delete greetings. To re-record, start by **pressing** ☐ 5 and ☐ record.

OPERATOR ASSISTANCE:

(This is the number calls transfer to when they press “0”, when in your mailbox.)

After log-on **dial 80** to add/change operator assistance number. **Press** ☐ 1, enter the 5-digit number and **press** ☐ #. Confirmation is given. To exit, **press** ☐ #.

MESSAGE CREATION:

After log-on **dial 75**. Enter a list of mailboxes to receive the message, and **press** ☐ # after each mailbox number. End the list with the ☐ #. **Press** ☐ 5 to record an introduction to the message. **Press** ☐ # to stop. **Press** ☐ 2 to play. **Dial 79** to send message.

EXPRESS MESSAGING:

Dial Express Messaging access number **2-2750 (OR) 242-2750**, enter the 5-digit mailbox number, then **press** ☐ #. Record message after tone, release call.

MERIDIAN MAIL COMMANDS
(Quick Reference Chart
for Reviewing a Message)

(If you have any questions regarding these instructions, please call me at 334/242-3532.)

MMAIL REVIEW

*-HELP SERVICE

1-SKIP BACKWARD

2-PLAY

3-SKIP FORWARD

4-PREVIOUS MESSAGE

5-RECORD

6-NEXT MESSAGE

9-CALL SENDER

0-ATTENDANT/
THUR-DIAL

#-STOP/PAUSE/EXIT

MMAIL MESSAGING

7*-HELP SERVICE

71-REPLY

72-PLAY ENVELOPE

73-FORWARD

74-REPLY ALL

75-COMPOSE

76-DELETE/RESTORE

79-SEND

70-MESSAGE
OPTIONS

MAILBOX CONTROL

8*-MAILBOX HELP

81-LOG ON

82-GREETINGS

83-LOG OFF

84-PASSWORD

85-DISTRIBUTE LIST

86-GO TO

89-PERSONAL VERIFY

80-OPERATOR
ASSISTANCE
(DIAL 0 OPTION)

☐ ☐ ☐ ☐ ☐

VOLUME CONTROL

Allows you to regulate ringer and speaker volume.

Ringer Volume

While phone is ringing, press ☐ **Audio Volume Control Key** until desired volume is reached.

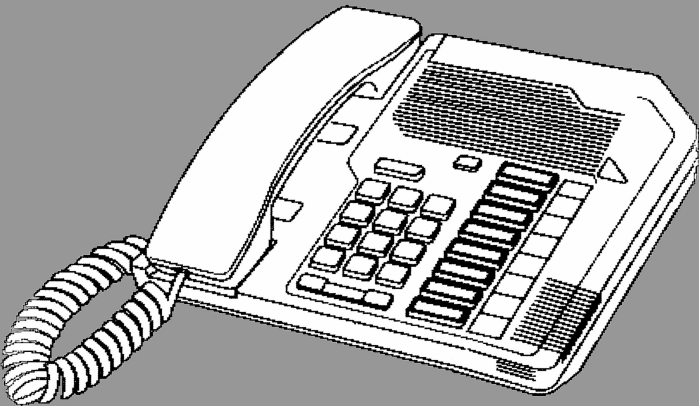
Speaker Volume

While listening to dial tone or voice through speaker, press ☐ **Audio Volume Control Key** until desired volume is reached.

Handset Volume

While listening to dial tone or voice through handset, , press ☐ **Audio Volume Control Key** until desired volume is reached.

STATE OF ALABAMA



Telephone
Reference
GUIDE

INFORMATION SERVICES
DIVISION

DEPARTMENT OF FINANCE
ISD CUSTOMER SERVICE
64 N. UNION ST., SUITE 250
MONTGOMERY, AL 36130
TELEPHONE: (334) 242-3532

FEATURE DEFINITION & OPERATION

CALL FORWARD

*Allows you to forward your incoming calls to a designated telephone.
All calls will go to this telephone until the feature is cancelled.*

with ☐ **FORWARD/CFU KEY**

- To Activate**
- Without lifting handset, press ☐ **Forward/CFU Key** (LCD flashes)
 - Enter number where calls are to be forwarded
 - Press ☐ **Forward/CFU Key** (LCD is steady)
 - Calls are forwarded

- To Cancel**
- Press ☐ **Forward/CFU Key** (LCD) turns off)

without ☐ **FORWARD/CFU KEY**

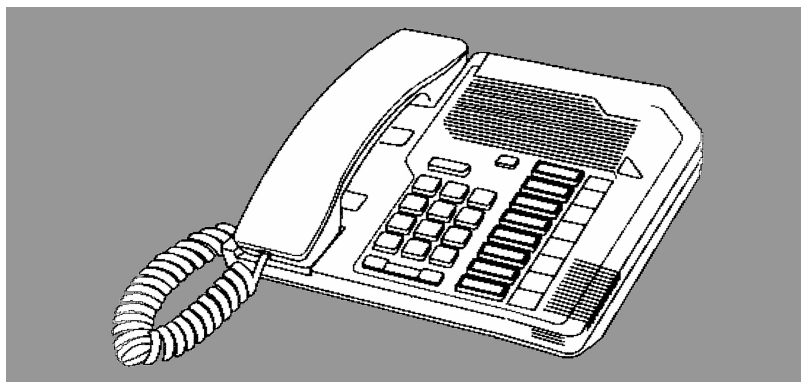
- To Activate**
- Lift handset
 - Enter * **70**
 - Hear special dial tone
 - Enter number where calls are to be forwarded (Hear confirmation tone)
 - Hang up
- To Cancel**
- Lift handset
 - Enter # **70** (Hear confirmation tone)
 - Hang up

CALL TRANSFER

Allows you to transfer the current call to another number.

- To Activate**
- During active call, press ☐ **Transfer Key** (Hear special dial tone)
 - Enter 5-digit telephone extension
 - When station answers, announce call
 - Press ☐ **Transfer Key**
 - Press ☐ **Rls Key**
 - Hang up (First party is automatically connected to station)

If number is busy or does not answer, press ☐ **Rls Key**, then press flashing ☐ **DN Key** to reconnect to first call.



GROUP INTERCOM

Allows you to use abbreviated dialing to call another telephone in your Group Intercom.

- To Use**
- Press ☐ **Group IC Key**
 - LCD is steady (Hear dial tone)
 - Enter 2 or 3-digit code assigned to the telephone you want to reach
- To Answer**
- Hear ringing
 - LCD flashes
 - Press ☐ **Group IC Key**
 - Lift handset for two way conversation

CONFERENCE CALLING

To place a conference call, get dial tone and call the first conferee. After getting conferee on line, depress ☐ **Conference Key**. This places conferee on hold. Get dial tone again and dial second conferee. After getting second conferee on line, depress ☐ **Conference Key**. This places conferee's one and two together on hold. Repeat these steps until all conferee are added. Press ☐ **Conference Key** to be added into the conference group.

LAST NUMBER REDIAL

Allows you to automatically redial the last number called.

- To Use**
- Lift handset
 - Press ## (Automatically redials last number called)

THREE WAY CONFERENCE

Allows you to establish a three-party conference call.

- To Activate**
- During active call, press ☐ **Transfer Key** (Hear special dial tone)
 - Enter third party's number
 - After third party answers, press ☐ **Transfer Key**
 - Conference call is established

If third party is busy or does not answer, press ☐ **Rls Key**, then press flashing ☐ **DN Key** to reconnect to first call.

CALL PICKUP

Allows you to answer any ringing telephone in your call pickup group from your telephone.

- with* ☐ **Pick Up Key**
- To Activate**
- Lift handset
 - Press ☐ **Call Pick Up Key**
 - Answer call
- without* ☐ **Pick Up Key**
- Lift handset
 - Enter * **75**
 - Answer call

AUTO DIAL

Allows you to program one number for each auto dial key.

- To Program**
- Without lifting handset, press ☐ **Auto Dial Key** (LCD flashes)
 - Enter number you wish to store
 - Press ☐ **Auto Dial Key** (LCD turns off)
 - Number is stored
- To Use**
- Press any idle ☐ **DN Key** (LCD is steady)
 - Press ☐ **Auto Dial Key** (Hear ringing)
- To Change**
- Follow program procedure (Number is reprogrammed)

SPEED CALL

Allows you to use a 1-digit code to dial 10 frequently called numbers.

- with* ☐ **SPEED CALL KEY** (Repeat steps to program each code)
- To Program**
- Without lifting handset, press ☐ **Speed Call Key** (LCD flashes)
 - Enter 1-digit code **(0-9)** you wish to assign, then enter number and press #
 - Press ☐ **Speed Call Key** (LCD turns off)
 - Number is stored
- To Use**
- Lift handset
 - Press ☐ **Speed Call Key**
 - Enter 1-digit assigned code **(0-9)** (Number is dialed)

- without* ☐ **SPEED CALL KEY** (Repeat steps to program each code)
- To Program**
- Lift Handset
 - Enter * **86** (Hear special dial tone)
 - Enter 1-digit code **(0-9)** you wish to assign, then enter number and press # (Hear confirmation tone)
 - Hang up
- To Use**
- Lift handset
 - Enter * and 1-digit assigned code **(0-9)**
 - Number is dialed
- To Change**
- Follow program procedures
 - Number will be reprogrammed